

Revenue Collections Clerk
Recruitment #07-12

Superior Court of California,
County of Yolo

Job Announcement

Revenue Collections Clerk
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Monthly: \$2,559-\$3,268

CLOSING DATE: June 15, 2007; Noon

Job Definition

Under supervision, compile and evaluate information needed to collect delinquent accounts; collect delinquent accounts using written, telephone and personal communications; make initial determinations or recommendations of appropriate actions in collection cases; assist in the establishment of collection plans; appear in court as necessary, and work within a department as assigned.

This is the entry-level class in the Collection series. This class is distinguished from the journey by the performance of more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

ESSENTIAL DUTIES include, but are not necessarily limited to:

- Provide customer service that bestows fair and equal access to the court
- Perform computer & keyboard functions
- Update court file information electronically and/or manually
- Maintain files in accordance with established court policies in creating a court legal record
- Perform court, collection, and accounts receivable tasks
- Perform computer and keyboard functions
- Communicate effectively
- Work in accordance with California statutes and local ordinances
- Maintain records and or files
- Prepare, type and/or generate a variety of court-related legal forms, documents, notices, letters, orders and abstracts as well as other correspondence related to legal filings, court payments and collections
- Receive receipt and post payments of fines, fees and bails

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- Monitor delinquent accounts for compliance with payment arrangements.
- Monitor accounts for updating and releasing FTP's (Failure To Pay) with DMV
- Review non-compliant cases to determine appropriate action, such as adding additional civil assessment penalties
- Generate and maintain statistical data as requested
- Collect and verify all court daily deposits
- Deposit funds at the bank
- Appear in Court as necessary
- Initiate a large quantity of calls related to the collection of payments
- Receive phone calls and answer court-related inquiries
- Perform the functions of a collection agency as directed
- Process billing statements
- Some positions may require the performance of other duties depending on work location, assignment, or shift.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Arithmetic
- Alphabetical and numerical filing system
- Correct use of the English language including spelling, punctuation, and grammar
- Financial record keeping

Skills and Abilities:

- Operate standard office equipment
- Type accurately
- Understand and follow written and oral instructions
- Use independent judgment
- Maintain the confidentiality of court-related records
- Accurately perform duties with attention to detail
- Establish and maintain effective working relationships
- Utilize word processing and calendar/electronic communication software
- Communicate effectively
- Read, understand and apply state statutes, local ordinances, local court rules and procedures pertaining to legal filings and processes
- Prioritize, maintain, and coordinate a heavy workload
- Interact with legal professionals, paraprofessionals and the public in a respectful manner

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EMPLOYMENT STANDARDS

Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying.

Education: High school graduate or equivalent

Experience: Minimum of two (2) years experience working in a court or equivalent experience in a related field

Typing Speed: Type at a minimum speed of thirty-five (35) words per minute

Driver's License: Possession of a valid California driver's license may be required for some positions

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use dexterity and coordination utilizing hands to finger, handle or feel objects, use a computer keyboard, view a computer monitor, handle files, single pieces of paper, stacks of papers, and reference and other materials; reach with hands and arms; and stoop and kneel. Hearing and speaking are needed to listen effectively and to talk with individuals in person and by phone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability of adjust focus.

The employee is frequently required to sit, stand, and move from place to place within the office. The employee is occasionally required to lift and/or move objects weighing up to 25 pounds and reach for items above and below desk level. Lifting of objects weighing in excess of 25 pounds will require team lifting. The noise and traffic level in the work environment are similar to a busy business office.

Normal business hours: 8:00 a.m. to 5:00 p.m., Monday through Friday. Over-time may occur occasionally

Benefits Packages

Yolo Superior Court employees are valued. The court offers an excellent benefit package, as described as follows: Employer picks up Employee's contribution to CalPERs retirement (approximately 7% of gross for a 2% at 55 plan) after 5 years of continuous employment. All employees participate in Social Security, Medicare and State Disability Insurance. Yolo Superior Court also offers health insurance of which the court pays the following: Employee

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only: \$375.43, Employee +1: \$750.35, Employee + 2 or more: \$975.11; an in-lieu of health insurance program; dental and vision insurance; a 457 deferred compensation plan; and, sick leave earned at eight hours per month. Employees may also establish a flexible spending account for qualifying medical or dependent expenses. The Court provides a \$10,000 life insurance policy and a \$10,000 accidental death and dismemberment policy for employees at no cost. Employees may purchase additional coverage for themselves and dependents. New employees earn 80 hours of vacation per year and are eligible to use vacation after working for 13 pay periods. The vacation accrual rate increases to 120 hours after three years of employment. Additional benefits include up to 16 hours of floating holiday leave, 13 paid holidays and an employee assistance program.

Recruitment Process

To be considered for this position, job applicants are required to submit an official court application. The Human Resources Manager and/or an applicant-screening committee will review applications. Applicants who are successful in the application-screening phase may move on to the examination phase. A panel of subject-matter-experts will conduct a structured oral interview.

Eligible job applicants will be notified by phone or letter of the date and location prior to scheduling for the examination. Applicants who are successful in progressing to the final interview phase may be interviewed for final selection by court leadership, including the immediate supervisor. As part of the final selection phase, candidates may be asked to complete a work product test. The panel will review and assess the work product and the degree to which each applicant demonstrates the required knowledge, skills, and abilities.

An eligibility list may be promulgated and may be referred to in filling future vacancies, up to six months after completion of this recruitment process. The court reserves the right to re-recruit rather than select individuals from the eligibility list. The court may require a drug screen and pre-employment physical after an offer of employment is extended. Reference and background checks are required.

Official application forms are available on the Court's Web site, www.yolo.courts.ca.gov or may be picked up from the Human Resources Department at 601 Court Street, Woodland CA, 95695. Application materials may be mailed to P.O. Box 1290, Woodland CA, 95776 or dropped off at the Human Resources Department. Additionally, application materials may be emailed to humanresources@yolo.courts.ca.gov or faxed to 530-406-6883. Application materials must be completed, signed, and **received by 12 p.m. on the final filing date.** If emailing or faxing, please follow up with the original application within three business days after the final filing date. For more information a Human Resources representative may be contacted at 530-406-6881.